



QB

DCM-B RVI/zhm

DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
3015 JOHN J. KINGMAN ROAD, SUITE 2533  
FORT BELVOIR, VIRGINIA 22060-4171

DDAI

FEB 23 2000

## MEMORANDUM FOR DLA EXECUTIVE MANAGEMENT TEAM

SUBJECT: The DLA Audit Excellence Award

Nominations are now being solicited for this year's DLA Audit Excellence Award. Your attention is invited to the attached instruction.

The award recognizes the DLA Internal Review audit team or individual who has made the most significant contribution(s) to the furtherance of the mission and performance of the Agency. Its purpose is to encourage excellence within the Internal Review offices throughout DLA. Nominations are due to the HQ DLA Internal Review Group (DDAI) no later than April 14, 2000.

The head of each primary level field activity and contract management district may nominate two audit teams or individuals for the award. A panel made up of representatives from various DLA Internal Review offices will evaluate the nominations and recommend an award winner. The presentation of the award will be made as part of an awards and recognition ceremony at the recipients' duty station.

Questions and inquiries may be directed to the point of contact for this award, Mr. Jeffrey Goldstein, DDAI, (703) 767-6279, [jeffrey\\_goldstein@hq.dla.mil](mailto:jeffrey_goldstein@hq.dla.mil).

RAYMOND A. ARCHER III  
Rear Admiral, SC, USN  
Deputy Director

Attachment

cc:  
PLFAs  
Districts



# THE DLA AUDIT EXCELLENCE AWARD

**PURPOSE:** The Defense Logistics Agency (DLA) will recognize, on a yearly basis, the DLA Internal Review audit team or individual who has made the most significant internal audit(s) or study contribution(s) to the furtherance of the mission and performance of the Agency. The DLA Audit Excellence Award encourages excellence within the Internal Review offices throughout DLA.

## **BACKGROUND:**

The previous *DLA Audit Contribution of the Year Award* has been renamed the *DLA Audit Excellence Award*. It replaces the former *DLA Internal Review Auditor of the Year Award*.

This instruction provides the procedures for recognizing an internal audit team or individual for a significant contribution(s) to DLA performance and mission.

## **SCOPE:**

This instruction applies to all Internal Review staffs at DLA primary level field activities, contact management districts, and Headquarters, DLA.

Heads of primary level field activities and contact management districts are encouraged to recognize and nominate those Internal Review staff members (auditors and **non**-auditors) who have made, through either single or multiple audits or study efforts, a significant contribution toward the attainment of the DLA mission and the overall goals of the Internal Review Program. In turn, Headquarters, DLA will select and reward the audit team or individual who has made the most worthy and notable contribution to the Agency during the preceding calendar year.

This award provides for the recognition of one DLA Audit Excellence Award winner and one runner-up.

The award consists of an engraved plaque for the parent organization and individual plaques for each team member. The runner-up award consists of smaller plaques presented to each team member.

## **PROCEDURES:**

Heads of primary level field activities and contact management districts may nominate yearly no more than two audit teams or individuals for the *DLA Audit Excellence Award*. The Chief of the Internal Review Group (DDAI), DLA Headquarters, may also nominate one audit team or individual for the award.

Nominees should be DLA Internal Review staffs (auditors and non-auditors) who are recognized for an outstanding audit(s) or study contribution(s), during the previous 12 calendar months, that significantly furthered the mission and performance of the field activity and/or DLA. There is no mandated format for the nominations.

The nomination must include a narrative, not to exceed two pages in length, describing the audit(s) or study assignment(s), summarizing the audit or study results, and highlighting its contributions to Agency and field activity performance and mission.

Nominations should be submitted to the HQ DLA Internal Review Group (DDAI) by March 31<sup>st</sup> of each year. DDAI will appoint a nominating committee of three Internal Review auditors, two of whom will be from DLA field activities. DDAI will forward the committee's recommendations to the Office of Human Resources (CAH).

The DLA Recognition and Award Board (R&A Board) will select the award winner and runner-up.

The R&A Board will review the nominations and submit their selections to the Deputy Director for approval.

Upon the Deputy Director's approval, the recommendation is returned through CAH to DDAI.

DDAI will notify the DLA Executive Management Team and the field activities of the award winner and runner-up. Normally, presentation of the awards will be made as part of an awards and recognition ceremony at the recipients' duty station.